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Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Physical Security Division, OS DATE: 9 August 1961

FROM : CIA Safety Officer, OS

SUBJECT: Monthly Report - June 1961

The CIA Safety Officers completed the following activities during the subject period.

I. MEETINGS

25X1C

c. Attended a meeting of Security Staff of WH to obtain

25X1C

25X1A6a

d. Attended a meeting of representatives of Transportation Division, OL, to arrange for a future Safe Driver Award Program within the Agency. On the same date, discussed the ventilation requirements for the press room at [REDACTED] with occupants of this building and advised against moving the ventilation presently installed above each press. This advice was verified by Bureau of Standards reports from past years showing the danger of hydro-carbon fumes in this area.

e. Meeting with [REDACTED], Building Planning Staff, regarding fire protection system in the new building.

25X1A9a

f. Meeting with Mr. Parrish, GSA Safety Officer, regarding the autocall fire alarm system in the new building. Mr. Parrish advised that other buildings under GSA jurisdiction have a similar type of alarm system.

g. Meeting with [REDACTED]
regarding new construction

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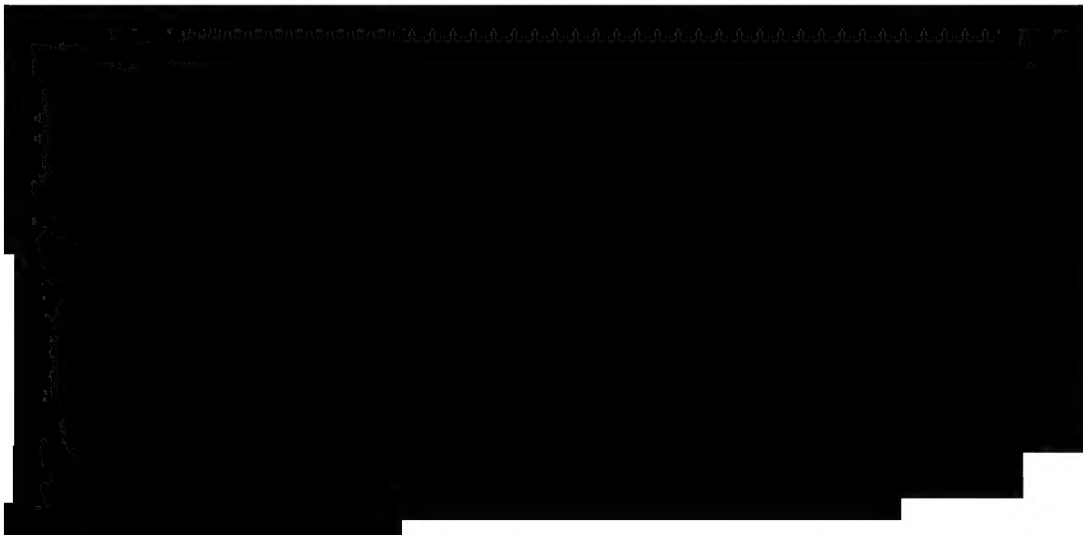
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II. SPECIAL INSPECTIONS

a. Made an inspection of Room 2709, Curie Hall, and advised occupants of the correct placement of a xerox duplicator. Also advised them as to the correct storage method of the highly flammable cleaner used with this reproduction apparatus.

b. Made an inspection of the beams and joists on both the first and second floor of "M" Building, southwest corner, to determine whether the present excavation had weakened any of the main structural support, including foundation bearing walls. No faults were found.

III. ORDNANCE



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IV. CORRESPONDENCE

a. Prepared a memorandum to OL, Security, advising them as to the quantity of lead shielding required for storage of [REDACTED] in the [REDACTED]

25X9A3

25X1A6a

b. Reviewed the construction plans for the Administration Building at [REDACTED] and prepared a report to Real Estate and Construction Division advising them as to the changes required to meet the Fire and Safety Codes.

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c. Reviewed the plans for the new Administration Building at [REDACTED] and prepared a report for the Chief, Real Estate and Construction Division, OL, recommending changes required to meet the National Fire and Safety Council requirements.

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V. FLOOR LOADS

- a. Resolved the floor load problem in 2051 "I" Building.



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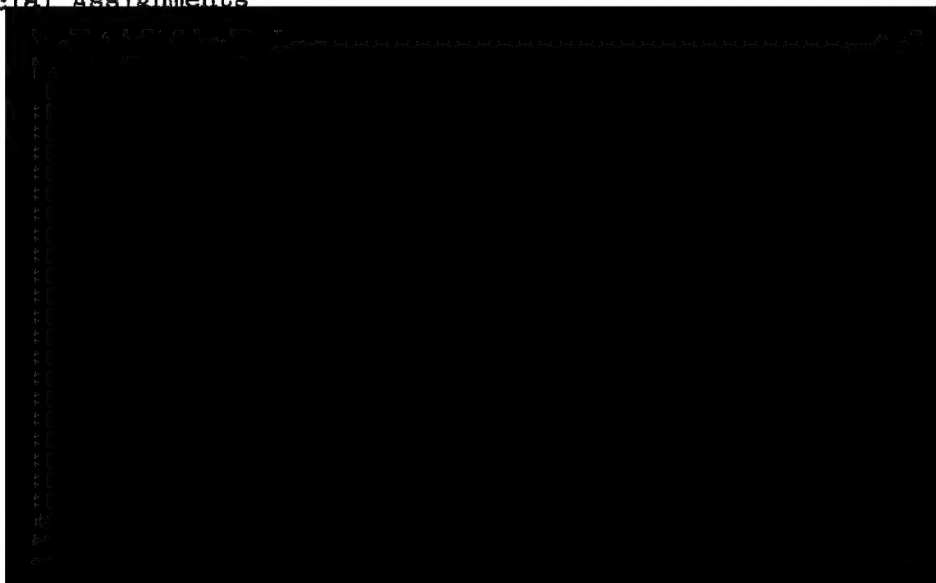
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STATUS AND PROJECTS

PERSONNEL STATUS

1. Personnel in Training
None
2. Number of Vacancies
None
3. Special Assignments



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WORK STATUS

Miscellaneous over 14 days old at the end of the month 0.

ANNUAL PROJECTS

| | |
|---|-------|
| *Fire Drills Completed | :None |
| *Fire and Safety Surveys Completed- Headquarters Area | :None |
| **Fire and Safety Surveys Completed- Domestic | :None |
| Fire Fighting Demonstrations and Training for Agency Personnel for 1961 | :None |

SAFETY STAFF
JUNE 1961



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